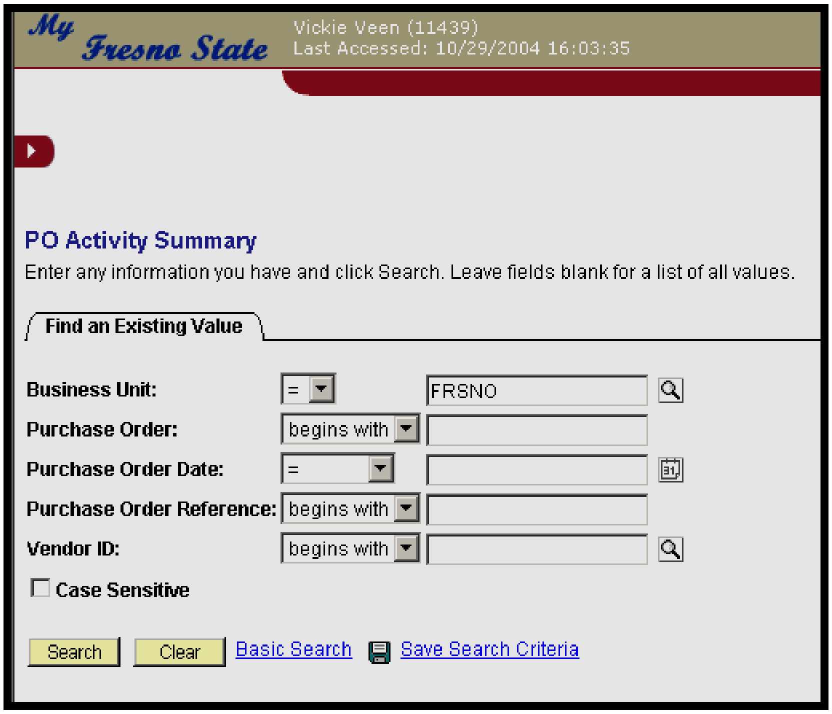
Purchase Order Activity

Usage

PeopleSoft provides activity summaries that enable you to view all of the activity associated with a purchase order. You can view the summary purchasing, receiving, invoicing, and matching information that relates to the selected purchase order. In addition, through the PO Activity Summary page, you can access related inquiry pages through links to view detailed receiving, invoicing, and matching activity.



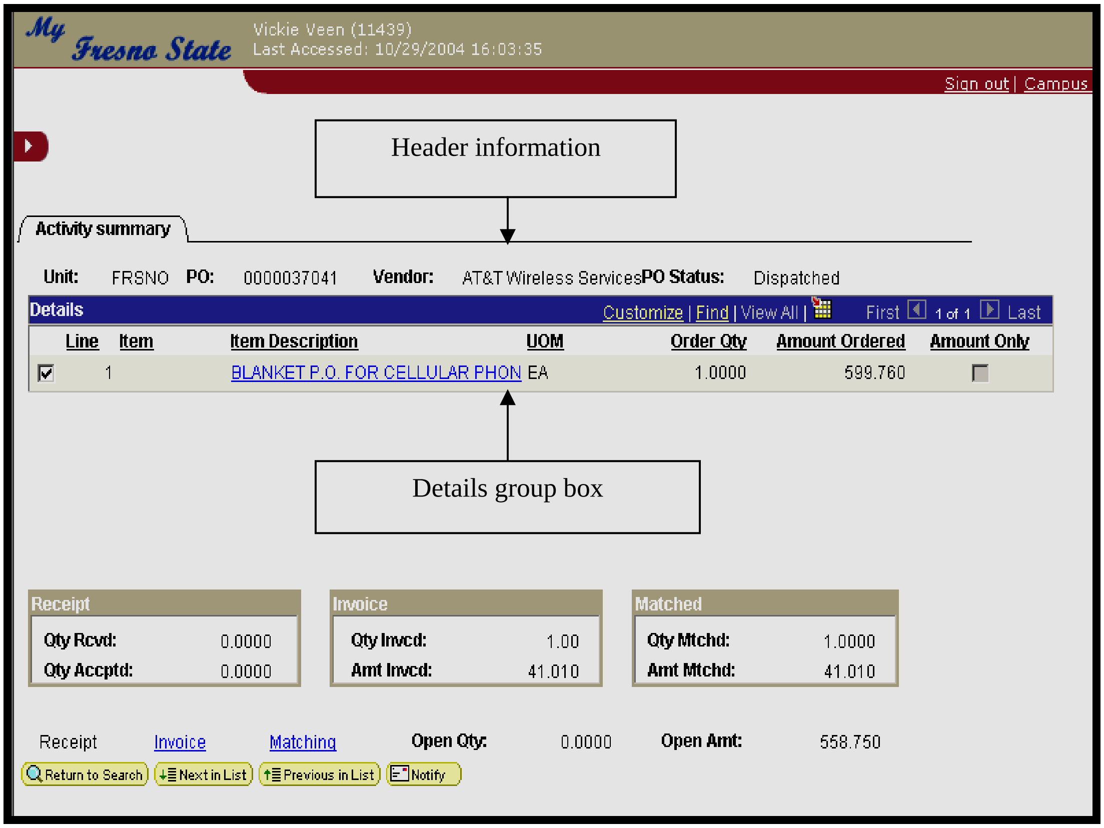
Steps

1. Enter “FRSNO” for Business Unit.
2. Enter a Purchase Order number, Purchase Order Date, Purchase order Reference (For a list of departments: http://peoplesoft.csufresno.edu/Fin/ChartfieldInfo/Departments.pdf) and/or Vendor ID. None of the fields are required. Complete as many fields as possible to reduce the time required to retrieve the results and the number of POs listed.
3. Click Search and select desired purchase order link from the search results list.
4. The Receipt Activity Summary page displays.
5. View the purchase order header information in the upper portion of the Activity Summary page.
6. View the purchase order lines information in the Details group box.
7. Select the checkbox adjacent to the Line Item number field to view information via the links at the bottom of the page.
8. Click the Item Description link if you need to view the selected line item’s detailed item description.
9. View the line item’s summary receiving information the Receipt, Invoice, and matched group boxes.
10. View the purchase order line item’s Open Qty (quantity) and Open Amt (amount) totals.

Receipt Page

Usage

Displays receipt number, status, dollar amount of items received that corresponds to the PO line item that was checked. Status can be “Not Received”, “Partially Received”, or “Received”.



Report Fields

1. Campus Unit
2. PO
3. Vendor
4. PO Status
5. Line
6. Item Description
7. Unit of Measure
8. Order Quantity
9. Amount Ordered
10. Quantity Received
11. Quantity Accepted
12. Quantity Invoiced
13. Amount Invoiced
14. Quantity Matched
15. Amount Matched
16. Receipt Link
17. Invoice Link
18. Matching
19. Open Quantity
20. Open Amount
21. Account
22. Class
23. Open Item Description

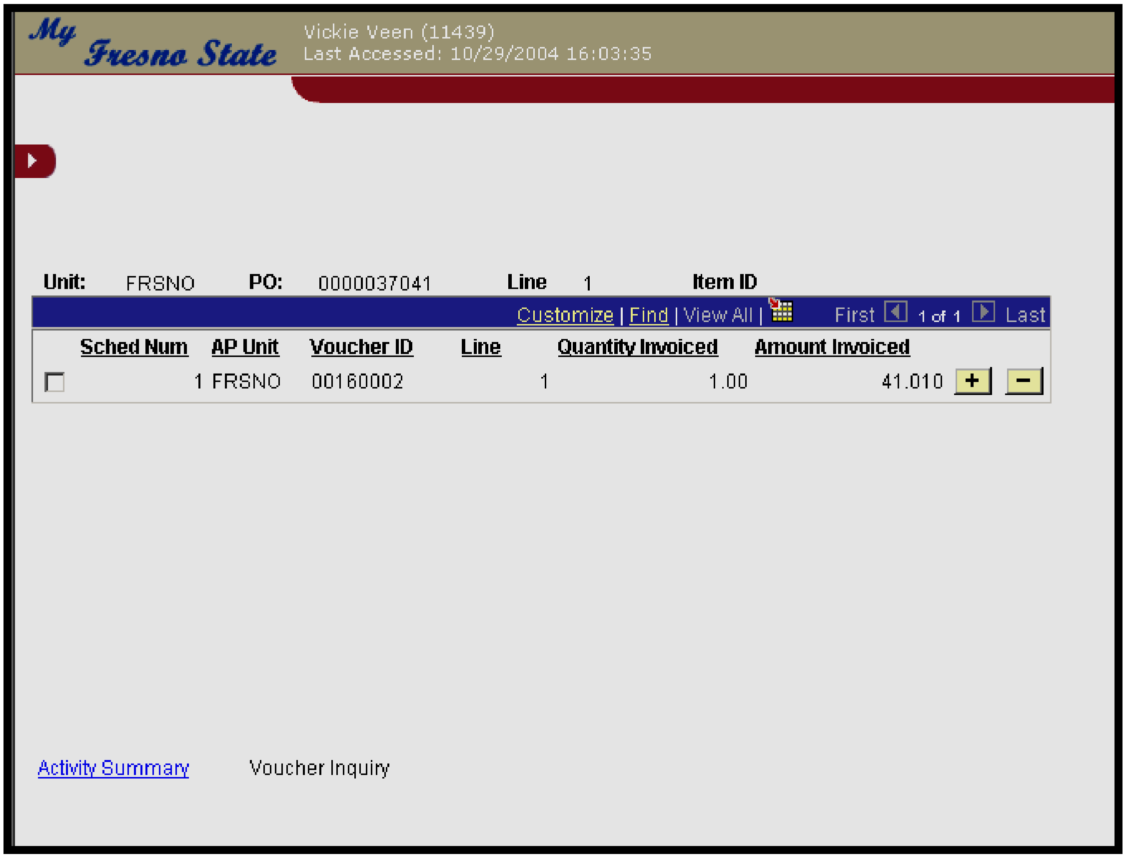
Tips

1. Click on item description line for a complete description.
2. You’ll need to use the checkboxes to navigate through multi-line item purchase orders.
3. In this example, we are looking at a blanket PO. Blanket POs are not receipted until the service is terminated and at that time, status will change to completed.

Invoice Page

Usage

Displays voucher number, quantity invoiced, and amount invoiced which corresponds to the PO line item that was checked.



Report Fields

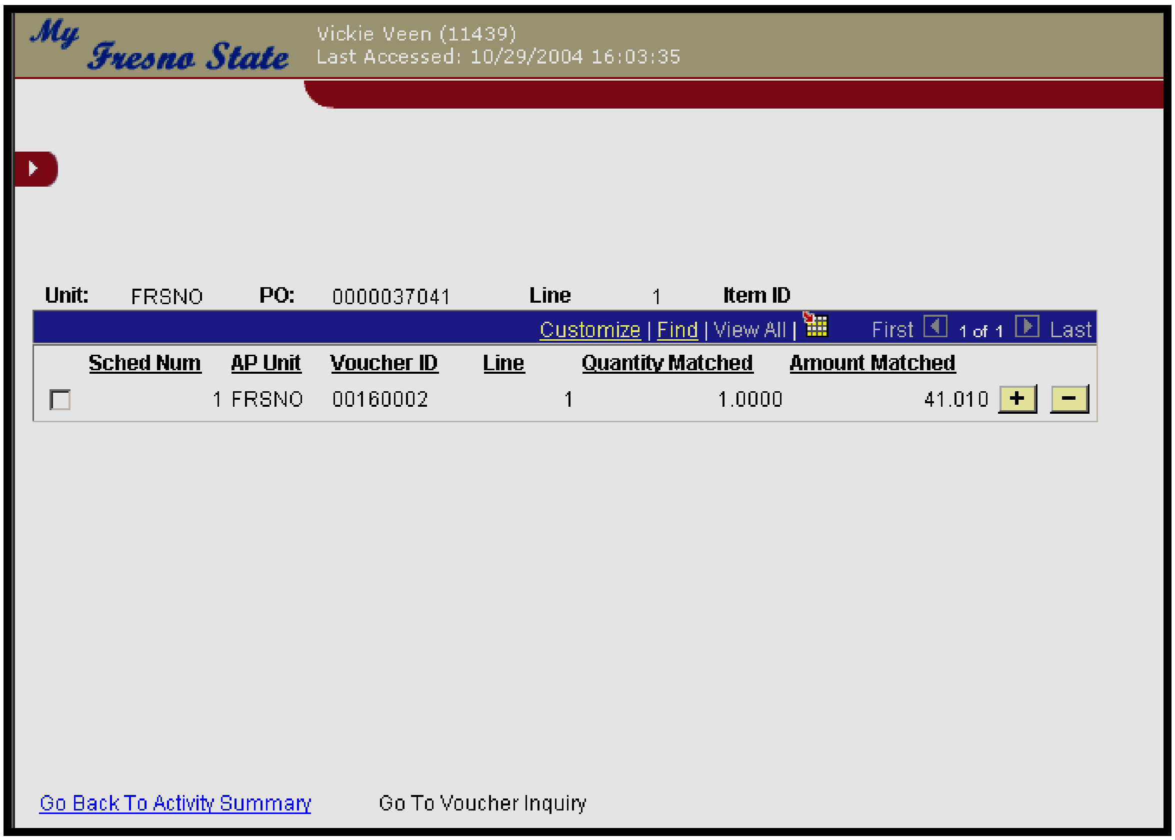
1. Campus Unit
2. PO
3. Line
4. Item ID
5. Schedule Number
6. AP unit
7. Voucher ID
8. Line
9. Quantity Invoiced
10. Amount Invoiced

Tips

1. You cannot use the Add Row or Delete Row buttons.
2. The Activity Summary link will take you back to original Activity Summary page.
3. Voucher Inquiry is not active at this time.

Usage

Displays quantity matched, amount matched which corresponds to the PO line item that was checked. Matching is typically run after Accounts Payable has entered the invoice. If the purchased item was marked by Purchasing as “receiving required”, the qty rcvd should be what came to the warehouse, usually what was ordered on the PO. If the vendor invoiced for the qty on the PO, the invoice qty invcd should be what was ordered on the PO. If receiving was required, qty mtchd would be what was received as well as what was invoiced. If receiving was not required, qty mtchd would be what was invoiced. If the PO was a blanket PO, where a dollar amount was involved (usually not requiring receipt), the amt invcd would be what was on the invoice and the amt mtchd would be what was matched to the PO.



Report Fields

1. Campus Unit
2. PO
3. Line
4. Item ID
5. Schedule Number
6. AP unit
7. Voucher ID
8. Line
9. Quantity Matched
10. Amount Matched

Tips

1. You cannot use the Add Row or Delete Row buttons.
2. The Activity Summary link will take you back to original Activity Summary page.
3. Voucher Inquiry is not active at this time.